

Section 10. Team Position Responsibilities

2-10-1. EN ROUTE SECTOR TEAM POSITION RESPONSIBILITIES

a. En Route Sector Team Concept and Intent:

1. There are no absolute divisions of responsibilities regarding position operations. The tasks to be completed remain the same whether one, two, or three people are working positions within a sector. The team, as a whole, has responsibility for the safe and efficient operation of that sector.

2. The intent of the team concept is not to hold the team accountable for the action of individual members, in the event of an operational accident/incident.

b. *Terms.* The following terms will be used in en route facilities for the purpose of standardization:

1. *Sector.* The area of control responsibility (delegated airspace) of the en route sector team, and the team as a whole.

2. *Radar Position (R).* That position which is in direct communication with the aircraft and which uses radar information as the primary means of separation.

3. *Radar Associate (RA).* That position sometimes referred to as "D-Side" or "Manual Controller."

4. *Radar Coordinator Position (RC).* That position sometimes referred to as "Coordinator," "Tracker," or "Handoff Controller" (En Route).

5. *Radar Flight Data (FD).* That position commonly referred to as "Assistant Controller" or "A-Side" position.

6. *Nonradar Position (NR).* That position which is usually in direct communication with the aircraft and which uses nonradar procedures as the primary means of separation.

c. Primary responsibilities of the En Route Sector Team Positions:

1. Radar Position:

- (a) Ensure separation.
- (b) Initiate control instructions.
- (c) Monitor and operate radios.
- (d) Accept and initiate automated handoffs.

(e) Assist the radar associate position with nonautomated handoff actions when needed.

(f) Assist the radar associate position in coordination when needed.

(g) Scan radar display. Correlate with flight progress strip information or User Request Evaluation Tool Core Capability Limited Deployment (URET CCLD) data, as applicable.

(h) Ensure computer entries are completed on instructions or clearances you issue or receive.

(i) Ensure strip marking and/or URET CCLD entries are completed on instructions or clearances you issue or receive.

(j) Adjust equipment at radar position to be usable by all members of the team.

(k) The radar controller shall not be responsible for G/G communications when precluded by VSCS split functionality.

2. Radar Associate Position:

(a) Ensure separation.

(b) At URET CCLD facilities, use URET CCLD information to plan, organize, and expedite the flow of traffic.

(c) Initiate control instructions.

(d) Operate interphones.

(e) Accept and initiate nonautomated handoffs, and ensure radar position is made aware of the actions.

(f) Assist the radar position by accepting or initiating automated handoffs which are necessary for the continued smooth operation of the sector, and ensure that the radar position is made immediately aware of any action taken.

(g) Coordinate, including pointouts.

(h) Monitor radios when not performing higher priority duties.

(i) Scan flight progress strips and/or URET CCLD data. Correlate with radar data.

(j) Manage flight progress strips and/or URET CCLD flight data.

(k) Ensure computer entries are completed on instructions issued or received. Enter instructions

issued or received by the radar position when aware of those instructions.

(l) As appropriate, ensure strip marking and/or URET CCLD entries are completed on instructions issued or received, and record instructions issued or received by the radar position when aware of them.

(m) Adjust equipment at radar associate position to be usable by all members of the team.

(n) Where authorized, perform URET CCLD data entries to keep the activation status of designated URET CCLD Airspace Configuration Elements current.

3. *Radar Coordinator Position:*

(a) Perform interfacility/intrafacility/sector/position coordination of traffic actions.

(b) Advise the radar position and the radar associate position of sector actions required to accomplish overall objectives.

(c) Perform any of the functions of the en route sector team which will assist in meeting situation objectives.

(d) The RC controller shall not be responsible for monitoring or operating radios when precluded by VSCS split functionality.

NOTE-

The Radar Position has the responsibility for managing the overall sector operations, including aircraft separation and traffic flows. The Radar Coordinator Position assumes responsibility for managing traffic flows and the Radar Position retains responsibility for aircraft separation when the Radar Coordinator Position is staffed.

4. *Radar Flight Data:*

(a) Operate interphone.

(b) Assist Radar Associate Position in managing flight progress strips.

(c) Receive/process and distribute flight progress strips.

(d) Ensure flight data processing equipment is operational, except for URET CCLD capabilities.

(e) Request/receive and disseminate weather, NOTAM's, NAS status, traffic management, and Special Use Airspace status messages.

(f) Manually prepare flight progress strips when automation systems are not available.

(g) Enter flight data into computer.

(h) Forward flight data via computer.

(i) Assist facility/sector in meeting situation objectives.

5. *En Route Nonradar Position:*

(a) Ensure separation.

(b) Initiate control instructions.

(c) Monitor and operate radios.

(d) Accept and initiate transfer of control, communications, and flight data.

(e) Ensure computer entries are completed on instructions or clearances issued or received.

(f) Ensure strip marking is completed on instructions or clearances issued or received.

(g) Facilities utilizing nonradar positions may modify the standards contained in the radar associate, radar coordinator, and radar flight data sections to accommodate facility/sector needs, i.e., nonradar coordinator, nonradar data positions.

2-10-2. **TERMINAL RADAR/NONRADAR TEAM POSITION RESPONSIBILITIES**

a. *Terminal Radar Team Concept and Intent:*

1. There are no absolute divisions of responsibilities regarding position operations. The tasks to be completed remain the same whether one, two, or three people are working positions within a facility/sector. The team, as a whole, has responsibility for the safe and efficient operation of that facility/sector.

2. The intent of the team concept is not to hold the team accountable for the action of individual members in the event of an operational error/deviation.

b. *Terms.* The following terms will be used in terminal facilities for the purposes of standardization.

1. *Facility/Sector.* The area of control responsibility (delegated airspace) of the radar team, and the team as a whole.

2. *Radar Position (R).* That position which is in direct communication with the aircraft and which uses radar information as the primary means of separation.

3. *Radar Associate Position (RA).* That position commonly referred to as "Handoff Controller" or "Radar Data Controller."

4. Radar Coordinator Position (RC). That position commonly referred to as "Coordinator," "Tracker," "Sequencer," or "Overhead."

5. Radar Flight Data (FD). That position commonly referred to as "Flight Data."

6. Nonradar Position (NR). That position which is usually in direct communication with the aircraft and which uses nonradar procedures as the primary means of separation.

c. Primary Responsibilities of the Terminal Radar Team Positions:

1. Radar Position:

- (a) Ensure separation.
- (b) Initiate control instructions.
- (c) Monitor and operate radios.
- (d) Accept and initiate automated handoffs.
- (e) Assist the Radar Associate Position with nonautomated handoff actions when needed.
- (f) Assist the Radar Associate Position in coordination when needed.
- (g) Scan radar display. Correlate with flight progress strip information.
- (h) Ensure computer entries are completed on instructions or clearances you issue or receive.
- (i) Ensure strip marking is completed on instructions or clearances you issue or receive.
- (j) Adjust equipment at Radar Position to be usable by all members of the team.

2. Radar Associate Position:

- (a) Ensure separation.
- (b) Initiate control instructions.
- (c) Operate interphones.
- (d) Maintain awareness of facility/sector activities.
- (e) Accept and initiate nonautomated handoffs.
- (f) Assist the Radar Position by accepting or initiating automated handoffs which are necessary for the continued smooth operation of the facility/sector and ensure that the Radar Position is made immediately aware of any actions taken.
- (g) Coordinate, including point outs.

(h) Scan flight progress strips. Correlate with radar data.

(i) Manage flight progress strips.

(j) Ensure computer entries are completed on instructions issued or received, and enter instructions issued or received by the Radar Position aware of those instructions.

(k) Ensure strip marking is completed on instructions issued or received, and write instructions issued or received by the Radar Position when aware of them.

(l) Adjust equipment at Radar Associate Position to be usable by all members of the Radar Team.

3. Radar Coordinator Position:

- (a) Perform interfacility/sector/position coordination of traffic actions.
- (b) Advise the Radar Position and the Radar Associate Position of facility/sector actions required to accomplish overall objectives.

(c) Perform any of the functions of the Radar Team which will assist in meeting situation objectives.

NOTE-

The Radar Position has the responsibility of managing the overall sector operations, including aircraft separation and traffic flows. The Radar Coordinator Position assumes responsibility for managing traffic flows and the Radar Position retains responsibility for aircraft separation when the Radar Coordinator Position is staffed.

4. Radar Flight Data:

- (a) Operate interphones.
- (b) Process and forward flight plan information.
- (c) Compile statistical data.
- (d) Assist facility/sector in meeting situation objectives.

5. Terminal Nonradar Position:

- (a) Ensure separation.
- (b) Initiate control instructions.
- (c) Monitor and operate radios.
- (d) Accept and initiate transfer of control, communications and flight data.
- (e) Ensure computer entries are completed on instructions or clearances issued or received.
- (f) Ensure strip marking is completed on instructions or clearances issued or received.

(g) Facilities utilizing nonradar positions may modify the standards contained in the radar associate, radar coordinator, and radar flight data sections to accommodate facility/sector needs, i.e. nonradar coordinator, nonradar data positions.

2-10-3. TOWER TEAM POSITION RESPONSIBILITIES

a. *Tower Team Concept and Intent:*

1. There are no absolute divisions of responsibilities regarding position operations. The tasks to be completed remain the same whether one, two, or three people are working positions within a tower cab. The team as a whole has responsibility for the safe and efficient operation of that tower cab.

2. The intent of the team concept is not to hold the team accountable for the action of individual members in the event of an operational error/deviation.

b. *Terms:* The following terms will be used in terminal facilities for the purpose of standardization.

1. *Tower Cab:* The area of control responsibility (delegated airspace and/or airport surface areas) of the tower team, and the team as a whole.

2. *Tower Position(s) (LC or GC):* That position which is in direct communications with the aircraft and ensures separation of aircraft in/on the area of jurisdiction.

3. *Tower Associate Position(s):* That position commonly referred to as "Local Assist," "Ground Assist," "Local Associate," or "Ground Associate."

4. *Tower Cab Coordinator Position (CC):* That position commonly referred to as "Coordinator."

5. *Flight Data (FD):* That position commonly referred to as "Flight Data."

6. *Clearance Delivery (CD):* That position commonly referred to as "Clearance."

c. Primary responsibilities of the Tower Team Positions:

1. *Tower Position(s) (LC or GC):*

- (a) Ensure separation.
- (b) Initiate control instructions.

(c) Monitor and operate communications equipment.

(d) Utilize tower radar display(s).

(e) Utilize alphanumerics.

(f) Assist the Tower Associate Position with coordination.

(g) Scan tower cab environment.

(h) Ensure computer entries are completed for instructions or clearances issued or received.

(i) Ensure strip marking is completed for instructions or clearances issued or received.

(j) Process and forward flight plan information.

(k) Perform any functions of the Tower Team which will assist in meeting situation objectives.

2. *Tower Associate Position(s):*

(a) Ensure separation.

(b) Operate interphones.

(c) Maintain awareness of tower cab activities.

(d) Utilize alphanumerics.

(e) Utilize tower radar display(s).

(f) Assist Tower Position by accepting/initiating coordination for the continued smooth operation of the tower cab and ensure that the Tower Position is made immediately aware of any actions taken.

(g) Manage flight plan information.

(h) Ensure computer entries are completed for instructions issued or received and enter instructions issued or received by a Tower Position.

(i) Ensure strip marking is completed for instructions issued or received and enter instructions issued or received by a Tower Position.

3. *Tower Coordinator Position:*

(a) Perform interfacility/ position coordination for traffic actions.

(b) Advise the tower and the Tower Associate Position(s) of tower cab actions required to accomplish overall objectives.

(c) Perform any of the functions of the Tower Team which will assist in meeting situation objectives.

NOTE-

The Tower Positions have the responsibility for aircraft separation and traffic flows. The Tower Coordinator Position assumes responsibility for managing traffic flows and the Tower Positions retain responsibility for aircraft separation when the Tower Coordinator Position is staffed.

4. Flight Data:

- (a) Operate interphones.
- (b) Process and forward flight plan information.
- (c) Compile statistical data.
- (d) Assist tower cab in meeting situation objectives.
- (e) Observe and report weather information.
- (f) Utilize alphanumerics.

5. Clearance Delivery:

- (a) Operate communications equipment.
- (b) Process and forward flight plan information.
- (c) Issue clearances and ensure accuracy of pilot read back.
- (d) Assist tower cab in meeting situation objectives.
- (e) Operate tower equipment.
- (f) Utilize alphanumerics.

NOTE-

The Tower Positions have the responsibility for aircraft separation and traffic flows. The Tower Coordinator Position assumes responsibility for managing traffic flows and the Tower Positions retain responsibility for aircraft separation when the Tower Coordinator Position is staffed.